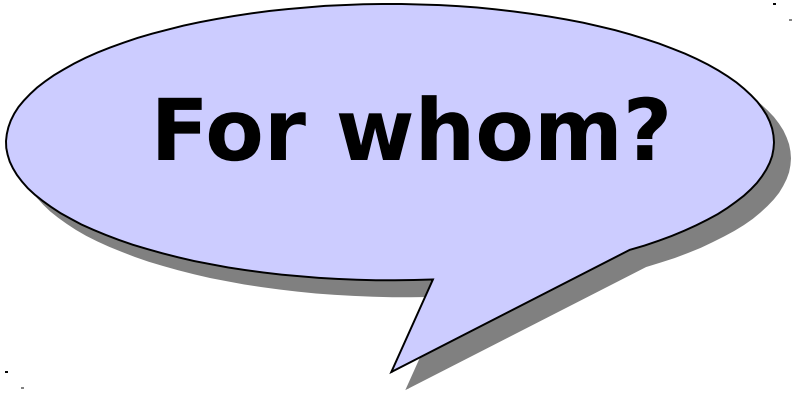
B6602.3 Writing Skills: Composition and Correspondence

Getting Started



Process

- **Record data**
- **Outline**
- **Write**
- **Edit**
- **Proofread**

Correspondence Manual

- **Standards and procedures**
- **Formats**
- **Writing standards**

Correspondence Formats

- **Standard letter**
- **Multiple address letter**
- **Endorsements**
- **Memorandums**
- **Point (talking) papers**
- **Business letters**

Writing Standards

- **Organization**
- **Natural writing**
- **Compact writing**
- **Active writing**

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